



14567 Hwy 287 Office #3, P.O. Box 2001, Ft. Washakie, WY 82514

Phone 307-335-1376

www.energizewindriver.org

Notice of Employment

Position: Project Specialist

Supervisor: EWR Director

Opening Date: 5-6-26

Closing Date: 5-20-26

Employment Type: Full-Time

The Project Specialist offers assistance & counseling services to educate homeowners about the benefits of applying to our project. They will assist interested homeowners with their applications over the phone or in person. On-the-job training will be provided.

Qualifications:

- Communicate courteously & professionally
- Filing, organizing, data entry, message taking & note taking
- Scheduling work with homeowners in collaboration with Field Team/Contractors
- Community outreach and project promotion
- Office hours 8:00 AM - 12:00 PM & 12:45 PM - 4:45 PM
- Perform additional tasks as assigned by the Director

Minimum Qualification: High School Diploma or equivalent & pass drug test

Certificates/License: Must possess a valid Wyoming Driver's License

How To Apply: Completed Eastern Shoshone Tribe Applications can be submitted at the ES complex, the EWR office or emailed to levi.purdum@energizewindriver.org

Questions? 307-335-1376